

Center for Educational Performance and Information (CEPI)

*Michigan Education Information System
(MEIS)*

School Infrastructure Database (SID)

Data Field Descriptions

End-of-Year 2007 Submission

Questions?
Contact: (517) 335-0505
e-mail: Help-Desk@Michigan.gov



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Information Regarding the End of Year (EOY) 2007 SID Submission

Please note the following:

- Changes that have been made to the SID Data Field Descriptions since the previous submission are noted in Arial font with a dashed underline.

2007 SID Submission

Districts may complete the SID submission either via the on-line application or by preparing and uploading a file to the SID Application following the specification in the EOY 2007 SID Data Field Descriptions.

Upload Process Available for EOY 2007 SID Submission

The EOY 2007 SID Data Field Descriptions documentation includes specifications, programming edits and codes necessary for preparing a bulk upload file for the SID submission. SID data may be submitted to CEPI using a comma-delimited file format. This is commonly referred to as a comma separated value (CSV) file. Fields must be submitted as outlined in this version of the EOY 2007 SID Data Field Descriptions. The content and data elements required in the fields remain the same. This version of the EOY 2007 SID Data Field Descriptions includes specifications for preparing a bulk upload file. Additional programming edits have also been added.

An EOY 2007 SID Record Layout has been prepared for use by the districts. The Record Layout provides technical information regarding each field. Be sure to read the Record Layout carefully before submission of your bulk upload file. A copy of the Record Layout can be obtained at www.michigan.gov/cepi. Click on MEIS Data Services and then click on the School Infrastructure Database. The Record Layout is located under the heading SID Data Manual.

Managing your Michigan Education Information System (MEIS) Account

Updating an MEIS Account E-mail Address or Phone Number

It is important for the MEIS user information to be current. Frequently, e-mail messages are sent to all authorized users of an application. Therefore, it is imperative to keep the e-mail address current in your MEIS account. It is sometimes necessary for the state to contact an authorized user by telephone; therefore, that number must be kept current as well. If an update is necessary for either an e-mail address or a phone number:

1. Update an MEIS account at <http://michigan.gov/meis>.
 - a. Click on the MEIS logo.
 - b. Log in as an MEIS User.
 - c. Click on "Edit Personal Information."
 - d. Click on "Save Changes" to update your account.
 - e. Click on "Return to the MEIS User Management Main Menu."

- f. Log out of MEIS.
2. Notify the DIT Client Service Center of the changes via e-mail (Help-Desk@michigan.gov). Include the following information in the e-mail message: name, MEIS account(s), district name and district number, changes (e.g., e-mail address, phone number), and each CEPI application for which you have authorization.

Name Change. A name change affects your security access to an application. Users are only allowed to log in as the individual named on the security agreement. If an individual user has a name change, the individual must do the following:

1. Create a new MEIS account at <https://cepi.state.mi.us/MEISPublic>.
2. Complete and submit the appropriate security agreement(s) for the CEPI application(s) for which he/she has authorization. The security agreement for SID is located on the CEPI Web site at www.michigan.gov/cepi. Click on "MEIS Data Services" and then on "School Infrastructure Database." The security agreement may be found under the heading "Submit SID Data to CEPI."
3. Notify the DIT Client Service Center (Help-Desk@michigan.gov) to close the former MEIS account (issued with the prior name).

Need help with your MEIS account or password?

MEIS Account or Password

If you have any problems with your MEIS account or password while you are using the SID on the MEIS system, please contact the DIT Client Service Center at (517) 335-0505 or via e-mail at Help-Desk@michigan.gov

Security Agreement

After you have established your MEIS account, download the SID Security Agreement from the MEIS Data Services page on the CEPI Web site at www.michigan.gov/cepi. Click on "MEIS Data Services," and then click on "School Infrastructure Database." The Security Agreement is located under the heading, **Submit SID Data to CEPI**. After submitting the completed and signed form, you will be notified by e-mail when you have access to the SID. After you have security access to the SID, you are ready to begin.

Note: A district may have more than one authorized user for the SID; however, each user must have an MEIS account number and submit a separate SID Security Agreement.

State of Michigan Office Contact

Each field listing in the SID Data Field Descriptions contains a state of Michigan office contact. This is the office to which content questions pertaining to a particular field should be directed. As always, for technical assistance with your data submission, please contact the DIT Client Service Center at 517-335-0505 or help-desk@mi.gov. Please provide your name, district code, district name, CEPI application name, your telephone number (including area code and extension), your e-mail address, and your specific questions.

Index of Page Edits

EOY 2007 SID Data Field Descriptions

For your convenience, a list of the page numbers in the EOY 2007 Data Field Descriptions that contain edits, marked by ~~strike through~~ (no longer in effect) or underlined Arial font (new requirement or clarification), appear below:

Field Number	Field Name	Page No.	Edits/Changes
A	Date of Count	8	EOY 2007 Date of Count is 07/02/2007.
4A	School Disciplinary Problems – Bullying	17	Definition clarification
4B	School Disciplinary Problems – Truancy	19	Definition clarification
9	Vandalism	25	Definition clarification
45	Mercury Levels	65	New data collection field to determine if school/facility is in compliance with PA 451 Sec. 1274b regarding mercury levels.

Field A: Date of Count

This field must be reported in a Bulk Upload file only.

Submission date: July 2

Field use:

State of Michigan office contact: DIT Client Service Center, 517-335-0505,
Help-Desk@michigan.gov

Field specification: 10 characters, date with slashes

Record type: Date

Database field name: MonthOfCount

SIF tag: <>

Code/format: Month, day, and year (MM/DD/CCYY)

All dates must appear in the following manner: DD must be the number of a day between 01 and 31. CCYY represents the year. For example, July 2, 2007 = 07/02/2007. Each MM must be one of the following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

Dependencies with other fields:

Programming edits: This field is required when submitting a bulk upload file for the district's SID submission. If this field is left blank or does not contain the current official submission date, a fatal error is reported.

Definition: The official end-of-year SID submission date for the 2006-2007 school year is July 2, 2007 (07/02/2007). The regular due date of June 30 falls on a Saturday, making the next business day July 2.

Field B: School/Facility Number

This field must be included in a Bulk Upload file only.

Submission Cycle:	July 2
Field use:	School Aid Act, MCL 388.1606(4), 388.1606a, 388.1606b, 388.1617b, 388.1619, 388.1625, 388.1701, 388.1705, 388.1705c, 388.1706, 388.1709, 388.1763a; NCLB, 20 USC 6311
State of Michigan office contact:	DIT Client Service Center, 517-335-0505 or help-desk@mi.gov
Field specification:	Five characters, right-justified, zero fill, leading zero
Record type:	Integer
Code/format:	Official School Code Master (NNNNN)

Dependencies with other fields:

Programming edits: This field is required when submitting a bulk upload file for the district's SID Submission. When the school code is blank or not in the official School Code Master, a fatal error is reported. The school/facility number reported must be assigned to the reporting district in the School Code Master.

Definition: These codes are the state-assigned numbers in the School Code Master. This field also provides the relational link to all the core data sets in the warehouse.

The School Code Master (SCM) numbers have always been five digits. Prior to the MEIS, the leading zero was not used. You must add a leading zero in front of the SCM numbers for all schools/facilities that have four-digit numbers (e.g., 01234).

Any district-operated school or ancillary facility may receive a five-digit number. For requesting a School Code Master number, the following guidelines have been created. These guidelines will help differentiate a school from a program. Send questions or comments regarding this field to Help-Desk@michigan.gov.

Schools: For the purposes of the School Code Master, a school is a logical unit (not necessarily a physical building) that generally can be defined by eight characteristics:

- Administrators. A school has one or more administrators or directors, usually called a principal(s) who reports to a district-level superintendent or assistant superintendent.
- Teachers. A school has one or more persons certified to provide K–12 instructions.
- Students. A school has one or more students in grades K–12.
- Curriculum. Instruction is based on a systematic framework or approach according to grade level and content. A school includes a curriculum for one or more grades, usually from kindergarten through twelfth grade. In some cases, schools include specialized curricula for targeted populations of students.

- Hours of instruction. A school satisfies the minimum number of days and clock hours of instruction as required by law.
- Compliance with Michigan Compiled Laws. The administrator of a school is responsible for ensuring the school's compliance with Michigan Compiled Laws. A school complies with or satisfies the regulations and policies, educational and otherwise, of the state of Michigan. It is the school that takes responsibility for implementing federal and state laws as well as local school board policy.
- Membership. A school submits the appropriate data to the central office administration for calculation and submission of pupil membership for State School Aid.
- Assessment. A school administers the Michigan Educational Assessment Program (MEAP) or an alternate assessment at benchmarked grades.

Programs: Programs are different from schools. The following are generally true about a program:

- The primary purpose is education.
- The administrator, supervisor, coordinator, or director reports to a principal or another administrator, usually not to the district superintendent.
- Teachers may have special endorsements beyond those normally required for K–12 education.
- Students are referred by another public agency/school and are expected to enter or return to general education.
- Students are a targeted or special population, expected to remain for a limited duration, and attend on a part-time basis.
- The curriculum may be modified to cover only a selected portion of the standard K–12 curriculum based on the targeted population.
- The location does not administer the MEAP at benchmarked grades.
- The location does not offer a general education diploma (if 9–12).
- The location does not receive school accreditation.

When programs are located in a school, they use the same code as the school. At times, programs may be located in ancillary facilities. For example, preschool programs may be in a previously closed elementary school, an automotive program in a bus compound, or an alternative education program in the wing of a district detention center.

Ancillary Facilities: There are many ancillary facilities that serve a variety of purposes in districts. Ancillary facilities may house instructional programs (e.g., daycare programs in hospitals, alternative education programs in a community center) or they may be non-instructional facilities (e.g., field houses, bus garages, etc.). An ancillary facility may receive a code.

Facilities called schools are the physical settings where instruction occurs. The physical and administrative boundaries of a school need not be identical. For example, multiple schools may be located in one facility, such as when both elementary and secondary grade levels are located in the same facility. In this example, if administered separately, elementary and secondary levels would be considered separate schools (e.g., K–8, 9–12), each having its own unique School Code Master (SCM) number. When both elementary and secondary levels are administered as a single unit (e.g., K–12), collectively they represent one school and have one SCM number. It is possible that a physical facility itself may not be one building but a cluster of structures connected together with plumbing, sanitary, heating, ventilation, mechanical, electrical, communication and technology systems, or built-in equipment.

Field C: Shared Physical Space - Administrative Unit

This field must be reported in a Bulk Upload file.

Submission Cycle: July 2

Field use:

State of Michigan office contact: DIT Client Service Center, 517-335-0505 or help-desk@mi.gov

Field specification: One character

Record type: Integer

Code/format: This is a 1-position field (N)

Dependencies with other fields:

Programming Edits: This field is required when submitting a bulk upload file for the district's SID Submission. If a "1" (central administrative office shares physical space with another school/facility) is reported in this field, the district cannot report data in fields 1 through 44, or a fatal error will be reported. This field must have a value or a fatal error will be reported.

Definition: When a central administrative office shares physical space with another school/facility, the district may report the central administrative office as sharing physical space and report one set of data for the combined shared space. Indicate with a "1" if the central administrative office shares physical space. Indicate with a "0" if the central administrative office does not share physical space. Report "0" for all other schools/facilities.

Code

0	Central administrative office does not share physical space
0	All other school/facilities
1	Central administrative office shares physical space

Field 1: School Safety Practices

Submission date:	July 2
Field use:	Revised School Code, MCL 380.1308; 380.1310a NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	22 characters
Record type:	Character
Database field name:	SIDSftyPrac
Code/format:	This is a 22-position field (NNNNNNNNNNNNNNNNNNNNNNNNNN). 1 Yes 0 No 2 Not Applicable – Items 1 through 19 and 22 only

Dependencies with other fields:

Programming edits: Items 20 and 21 must have a "1" (Yes) or "0" (No) response or a fatal error will be reported. Items 1 through 19 and 22 are optional. ~~beginning with the EOY 2006 SID Submission.~~ Items 1 through 19 and 22 must have a value of "1" (Yes), "0" (No), or "2" (Not Applicable). These items will be used to provide school safety practice analysis and feedback in conjunction with state offered health and safety surveys.

Definition: Indicate with a "1" (Yes), "0" (No), or "2" (Not Applicable) whether the safety practice has been implemented in your school over the past school year. Items 20 and 21 are requirements of the Federal Gun-Free Schools Act Report. For Items 20 and 21, indicate with a "1" (Yes) or "0" (No) whether your school is in compliance with the law. Items 1 through 19 and 22 are no longer required; however, districts are encouraged to report the data. These items must have a value of "1" (Yes), "0" (No), or "2" (Not Applicable).

Code
1 Yes
0 No
2 Not applicable

- 1 Warning codes used to alert faculty of a critical incident
- 2 Tactical evacuation route for students or entry routes for emergency support teams
- 3 Off-site staging area for assembly and communication at the onset of critical incident

- 4 Emergency communication tree or plan
- 5 Facility blueprints and site plan on file with emergency support team
- 6 Control access to site during school hours (doors locked or monitored)
- 7 Control access to grounds during school hours (gates locked or monitored)
- 8 Students required to pass through metal detectors each day
- 9 Visitors required to pass through metal detectors
- 10 Campus closed for most students during lunch
- 11 Integrated "homeland security in school" practices into school safety plans
- 12 Random sweeps for weapons
- 13 Require clear book bags or ban book bags
- 14 Require students to wear badges or picture IDs
- 15 Require staff to wear badges or picture IDs
- 16 Provide staff training in risk assessment
- 17 Security cameras used to monitor the school
- 18 Telephones provided in most classrooms
- 19 Emergency button provided in lavatories
- 20 In compliance with the state law that requires that a student who brings a firearm to school be expelled for one year
- 21 In compliance with the Elementary and Secondary Education Act (ESEA), Section 14602 that requires referral to the criminal justice or juvenile delinquency system of any student who brings a firearm to school
- 22 Schoolwide training in positive behavioral support and interventions

Field 2: School Safety Plan

Submission date: July 2

Field use: Revised School Code, MCL 380.1308; 380.1310a
NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151

State of Michigan office contact: Kyle Guarrant; 517-335-0565
Bob Higgins; 517-373-1024

Field specification: Six character

Record type: Character

Database field name: SIDSftyPlan

SIF tag: ◇

Code/format: This is a six position field. (AAAAAA)

Dependencies with other fields:

Programming edits: Each of the six items listed in this field must have a "1" (Yes) or "0" (No) response or the field submission will not be complete.

Definition: Indicate with a "1" (Yes) or "0" (No) whether your school has a written plan that describes procedures to be observed in each of the critical incidents listed.

Code
1 Yes
0 No

- 1 Shootings
- 2 Riots
- 3 Bomb scares or comparable threats (excluding fire)
- 4 Disaster planning (tornadoes, floods, chemical spill, etc.)
- 5 Hostages
- 6 Lock down

Field 3: School Prevention Program

Submission date: July 2

Field use: Revised School Code, MCL 380.1308; 380.1310a
NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151

State of Michigan office contact: Kyle Guerrant; 517-335-0565
Bob Higgins; 517-373-1024

Field specification: 27 characters

Record type: Character

Database field name: SIDPrevProg

SIF tag: ◇

Code/format: This is a 27-position field
(NNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNN).

Dependencies with other fields:

Programming edits: Each of the 27 items listed in this field must have a "1" (Yes) or "0" (No) response or the field submission will not be complete.

Definition: Indicate with a "1" (Yes) or "0" (No) whether your school conducted any formal programs intended to prevent or reduce violence or drug use over the past school year.

Code

1 Yes
0 No

- 1 Implemented a violence prevention curriculum
- 2 Practiced behavior modification/intervention with students
- 3 Provided group counseling (social work) or therapeutic activity for students
- 4 Provided peer mentoring or coaching program
- 5 Provided peer mediation (student court) in resolving conduct problems
- 6 Provided conflict resolution training to staff and students
- 7 Provided programs that promote a sense of social integration among students
- 8 Established a hotline for students to report problems
- 9 Provided training and assistance in classroom management to teachers
- 10 Revised or reviewed schoolwide discipline policy
- 11 Made architectural or environmental modifications to reduce crime or violence
- 12 Used a paid law enforcement or security service

- 13 Implemented a drug prevention service
- 14 Conducted community service projects on prevention
- 15 Implemented teacher/staff training on violence/drug prevention
- 16 Conducted public/parent awareness activities on violence/drug prevention
- 17 Offered after-school or before-school programs
- 18 Provided alternative education programs
- 19 Underwent curriculum acquisition or development
- 20 Provided services for out-of-school youth (school-age)
- 21 Administered special one-time events (not included in the above mentioned programs)
- 22 Involved community agencies or organizations in administering drug- and violence-prevention services via joint service delivery (including referrals)
- 23 Involved community agencies or organizations in administering drug- and violence-prevention services via teacher/staff training
- 24 Involved community agencies or organizations in administering drug- and violence-prevention services via public awareness activities
- 25 Involved community agencies or organizations in administering drug- and violence-prevention services via fundraising
- 26 Allowed students to participate in the design, delivery or critiquing of a drug- or violence-prevention program
- 27 Balanced and restorative justice conferencing (aka transformative conferencing)

A transformative conference brings together the people most affected by the wrongdoing: the victim, the offender, and their respective families and/or supporters. The conferencing process gives everyone present an opportunity to discuss what harm has been done, to express how the crime has affected them, and to participate in generating a plan for making things better and/or repairing the harm. The process is run by a trained facilitator, and typically takes from one to three hours.

Field 4A: School Disciplinary Problems - Bullying

Submission date:	July 2
Field use:	Revised School Code, MCL 380.1308 – 380.1311a; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDDiscProb
SIF tag:	◇
Code/format:	This is a four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Districts are to report the number of incidents of student bullying that have occurred during the past school year on school property or at a school-sponsored activity.

Position

1 – 4 Student bullying (NNNN)

Bullying – is conduct that meets all of the following criteria:

- Directed at one or more pupils;
- Substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- Adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress and

- Based on a pupil's actual or perceived distinguishing characteristic (see below), or is based on an association with another person who has or is perceived to have any of these characteristics.

Harassment or bullying is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts - i.e. Internet, cell phone, personal digital assistant [pda], or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying, whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

Bullying—A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students:

Bullying is chronic, occurs over time and involves an imbalance of power or strength between the bully(ies) and the victim. The victim, in a particular situation, has difficulty defending himself/herself. Aggressive behaviors include physical, verbal, and/or non-verbal. As a disclosure of bullying occurs, consider individual differences between age, grade level, gender, race, ethnicity, class, social status, religion, and past history. Earlier experiences may reveal that the offending student has been a previous victim and perceives aggressive behavior as a successful strategy. Bullying is learned and aimed at gaining material things and/or power. Bullying examples are listed below:

Indirect Bullying

- Getting another person to assault someone
- Spreading gossip and harmful rumors
- Encouraging others to reject or exclude someone from a group, activity, or a relationship
- Cyber-bullying

Direct Bullying

- Hitting, kicking, shoving, spitting
- Taunting, humiliation, name calling, intimidation, degrading comments, hurtful written communication
- Threatening, obscene gestures

Field 4B: School Disciplinary Problems - Truancy

Submission date:	July 2
Field use:	Revised School Code, MCL 380.1308 - 380.1311a; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDDiscProb
SIF tag:	◇
Code/format:	This is a 4-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: ~~Districts are to report the number of students who were truant during the past school year. A student is considered truant when he or she has 10 or more incidents of unexcused absence. Districts are to report the number of incidents of truancy that have occurred during the past school year on school property or at a school-sponsored activity.~~

Position	
1 – 4 Truancy	(NNNN)

~~An incident of unexcused absence occurs when a student is absent for one or more full school days without an authorized excuse. If a student misses two or more consecutive full school days, it should be counted as one incident unexcused absence. An unexcused absence is defined by local school board policy. Truancy—If a student is absent without an excuse from the parent/guardian or if the student leaves school or a class without permission of the teacher or administrator in charge, it will be considered to be an unexcused absence, and the student shall be considered truant (absent without permission).~~

Field 4C: School Disciplinary Problems – Disciplinary Referrals

Submission date:	July 2
Field use:	Revised School Code, MCL 380.1308 - 380.1311a; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDDiscProb
SIF tag:	◇
Code/format:	This is a 4-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Districts are to report the number of incidents of disciplinary referrals that have occurred during the past school year on school property or at a school-sponsored activity.

Position

1 – 4 Disciplinary referrals (NNNN)

Disciplinary Referrals – Staff referrals that are made to the central administrative office that result in an administrative sanction. Administrative sanctions include but are not limited to:

- In-school suspension
- Detention
- Suspension
- Expulsion
- Community service

Field 5: Physical Assaults

Submission date:	July 2
Field use:	Revised School Code, MCL 380.1308; 380.1310 - 380.1311a NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four-characters
Record type:	Integer
Database field name:	SIDCrMPhyVio
SIF tag:	◇
Code/format:	This is a four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of incidents of physical assaults between a student and another person(s) that were reported to law enforcement or that resulted in suspension or expulsion. These incidents must have occurred over the past school year on school property or at a school-sponsored activity.

A **physical assault** means intentionally causing or attempting to cause physical harm to another through force or violence as defined in Section 380.1310(3)(b) and 380.1311a (12)(b) of the Michigan Compiled Law (MCL).

Note: If the student was in possession of a weapon, the incident should be reported in **Field 15: Weapons on School Property**.

Field 6: Gang-Related Activity

Submission date:	July 2
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311 Penal Code MCL 750.411t; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDCrMGngAct
SIF tag:	◇
Code/format:	This is a four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of incidents when 911 or law enforcement were called as a result of gang-related activity that occurred on school property or at a school-sponsored activity over the past school year.

Field 7: Illegal Possession

Submission date:	July 2
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311 NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guarrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDCrInPoss
SIF tag:	◇
Code/format:	This is a four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of incidents that occurred during the past school year that involved the illegal use, possession or sale of a controlled substance (MCL 333.7104 [2, 3]), prescription drug or narcotic (MCL 333.7107) on school property or at a school-sponsored activity.

Field 8: Trespassers or Intruders

Submission date:	July 2
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311 NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDCrnTres
SIF tag:	◇
Code/format:	This is a four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of incidents when 911 or law enforcement were called over the past school year as a result of an intruder or trespasser on school property or at a school-sponsored activity. An intruder or trespasser is defined as one who enters or remains on a public school campus or facility without authorization and with no lawful purpose.

Field 9: Vandalism

Submission date:	July 2
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311 NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDCrMVand
SIF tag:	<>
Code/format:	This is a four-position field (NNNN).
Dependencies with other fields:	Field 10: Cost of Property Damage

Programming edits: If a value greater than zero "0" is submitted in this field, a value greater than zero "0" must be submitted in Field 10: Cost of Property Damage, or a fatal error will be reported.

Definition: Indicate the number of incidents of vandalism or destruction of school property over the past school year. Other property crimes to be reported include, but are not limited to, theft and graffiti. Incidents of arson that result in property damage should be reported in Field 20: Arson.

An incident requiring mandatory reporting involves one of the following: damage in excess of \$100, numerous events of minor damage (less than \$100), or damage that is gang related.

Field 10: Cost of Property Damage

Submission date:	July 2
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311 NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guarrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Six characters
Record type:	Integer
Database field name:	SIDCostDamage
SIF tag:	◇
Code/format:	This is a six-position field (NNNNNN).
Dependencies with other fields:	Field 9: Vandalism

Programming edits: If a value greater than zero "0" is submitted in this field, a value greater than zero "0" must be submitted in Field 9: Vandalism.

Definition: Indicate an estimate of the funds needed to repair the vandalism or destruction of school property over the past school year as reported in Field 9: Vandalism. Values should be rounded to the nearest whole number.

Field 11: Reserved

Submission date:

Field use:

State of Michigan office contact:

Field specification:

Record position/type: None

Database field name:

SIF tag:

Code/format:

Dependencies with other fields:

Programming edits: This field must be left blank, or a fatal error will be reported.

Definition: This is a reserved field.

Field 12: Criminal Sexual Conduct

Submission date:	July 2
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311 NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151 MCL 750.520(b)-(e) or (g)
State of Michigan office contact:	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDCrMSexCond
SIF tag:	◇
Code/format:	This is a four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of criminal sexual conduct incidents [(MCL750.520(b)-(e) or (g)] over the past school year that occurred on school property or at a school-sponsored activity. Use the following guidelines when reporting criminal sexual conduct:

To report criminal sexual conduct (CSC), consider the interaction between the victim and the assailant's age, gender, contact and the use of force. School staff members to whom a CSC disclosure is reported may view the disclosure through a perception of who a "typical assailant" might be. Rather than assume that the assailant is male, older, and/or stronger than the victim, the reverse may be true. The threat of force may reduce the natural advantage that age, gender, and/or strength might provide to the victim. In addition, the capacity to understand and/or respond should also be considered in terms of cognitive impairment, mental incapacity, and physical helplessness at the time of the incident. As mandated reporters, the school staff

members are required to report any incidences or suspected incidences of CSC. An incidence of CSC includes at least, but is not limited to, the following scenarios.

Examples of CSC which meet the definition of this offense:

- An assailant can be under the age of 13 and may perpetrate an act of CSC on an older victim, even an adult.
- An assailant can be a 15-year-old female and may perpetrate an act of CSC on a male 16 or older.
- When two 16-year-olds are involved in sexual activity, and one of them is under the influence of alcohol and/or other drugs, the non-using student is perpetrating an act of CSC. When both students are using alcohol and other drugs, CSC may still have occurred.
- When two 16-year-olds are involved in sexual activity, and one of them is cognitively impaired, the student with competent cognitive ability is perpetrating an act of CSC.

Sexual penetration involving a person under the age of 16 is criminal sexual conduct. If further explanation is necessary, please refer to the statute noted in this section.

Sexual touching of a person's intimate parts involving a person under the age of 13 is criminal sexual conduct. Sexual touching of a person's intimate parts involving a person 13, 14, or 15 is criminal sexual conduct if the actor is five or more years older. A person's intimate parts include the breast, the buttocks, groin, or genital areas and the clothing covering any of these areas.

Note: With regard to sexual touching between two or more students of at least the age of 13 and under the age of 16, please refer to the local district's Department of Human Services and the local district's policy on cooperating with local law enforcement and the local district's Department of Human Services (formerly Family Independence Agency).

Field 13: Hostage

Submission date:	July 2
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; 380.1311a NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDHostage
SIF tag:	◇
Code/format:	This is a four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of incidents when a person was unlawfully held by another on school property or at a school-sponsored activity over the past school year.

Field 14: Reserved

Submission date:

Field use:

State of Michigan office contact:

Field specification:

Record position/type:

Database field name:

SIF tag:

Code/format:

Dependencies with other fields:

Programming edits: This field must be left blank, or a fatal error will be reported.

Definition: This is a reserved field.

Field 15: Weapons on School Property

Submission date:	July 2
Field use:	Revised School Code, MCL 380.1308, 380.1310a; 380.1311; 380.1313; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDCrMWepSchProp
SIF tag:	◇
Code/format:	This is four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of incidents over the past school year when a person was in possession of a dangerous weapon anywhere on school property or at a school-sponsored activity, including but not limited to buses, cars, and lockers.

The term "dangerous weapon" means a firearm, dirk, dagger, stiletto, iron bar, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, and brass knuckles [MCL 380.1313(4)]. The definition of firearm in section 380.11 refers to the definition of that term in the federal Gun-Free Schools Act of 1994, which in turn refers to another section of federal law which defines a firearm as:

- Any weapon (including a starter gun) which will, or is designed or may readily be converted to, expel a projectile by the action of an explosive;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm silencer; or
- Any destructive device.

This category should be used when the primary nature or most serious reportable incident is possession of a weapon, not merely incidental to the furtherance of a more serious offense. If the use of a weapon was incidental to some other offense, e.g., robbery, extortion, hostage or homicide, the incident should be reported in that category.

Field 16: Homicide

Submission date:	July 2
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guarrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDCrmdthHom
SIF tag:	◇
Code/format:	This is four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of homicides over the past school year that occurred on school property or at a school-sponsored activity.

Field 17: Drive-By Shooting

Submission date:	July 2
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; 380.1313; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guarrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Two characters
Record position/type:	Integer
Database field name:	SIDCrMDrvShoot
SIF tag:	◇
Code/format:	This is a two-position field (NN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of drive-by shootings over the past school year that occurred on school property or at a school-sponsored activity.

Field 18: Bomb Threat

Submission date:	July 2
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; 380.1311a; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guarrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDCrmbmbThrt
SIF tag:	◇
Code/format:	This is a four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of bomb threats over the past school year received by phone, e-mail, fax, Internet or any other verbal or written notice.

Field 19: Explosion

Submission date:	July 2
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; 380.1311a; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guarrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDCrMExplo
SIF tag:	◇
Code/format:	This is a four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of unlawful explosions over the past school year that occurred on school property or at a school-sponsored activity.

Field 20: Arson

Submission date:	July 2
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guarrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDCrArson
SIF tag:	<>
Code/format:	This is a four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of incidents of arson over the past school year that occurred on school property or at a school-sponsored activity.

Arson means the willful or intentional damage or attempt to damage any real or personal property by fire or incendiary device. (See MCL 750.71 to 750.80.)

Field 21: Robbery or Extortion

Submission date:	July 2
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guarrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDCrMRobExtor
SIF tag:	◇
Code/format:	This is a four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of incidents of robbery or extortion over the past school year that occurred on school property or at a school-sponsored activity. These are defined as follows:

Armed Robbery: The taking of property from a person by force or threat while armed with a weapon or article representing a weapon.

Unarmed Robbery: The taking of property from a person by force or threat.

Extortion: Threatening another person for the purpose of extorting money or property, or to compel the threatened person to do an act against the threatened person's will.

Field 22: Unauthorized Removal of Student

Submission date:	July 2
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guarrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record position/type:	Integer
Database field name:	SIDCrMUnauthRemoveStu
SIF tag:	◇
Code/format:	This is a four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of incidents over the past school year when a student was removed from school without authorization. Examples may include a teacher, administrator, other staff, other student, or non-legal guardian who removes a student from school property or a school-sponsored activity without prior approval from the appropriate authority.

Field 23: Threat/Attempt of Suicide

Submission date:	July 2
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guarrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDCrMThrtSuic
SIF tag:	◇
Code/format:	This is a four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of incidents over the past school year when an individual threatened or attempted to commit suicide on school property or at a school-sponsored activity. These threats could be in the form of any verbal or written communication.

Field 24: Suicide

Submission date:	July 2
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guarrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDCrmsuicAtmpt
SIF tag:	◇
Code/format:	This is a four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of incidents over the past school year when an individual committed suicide on school property or at a school-sponsored activity.

Field 25: Larceny (Theft)

Submission date:	July 2
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guarrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record type:	1Integer
Database field name:	SIDCrmlarc
SIF tag:	◇
Code/format:	This is a four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of larcenies or thefts that occurred on school property or at a school-sponsored activity over the past school year.

An incident requiring mandatory reporting involves one of the following: theft in excess of \$100 or numerous events of minor theft (less than \$100).

Field 26: Illegal Drug Use or Overdose

Submission date:	July 2
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guarrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDCrmlIlDrgOver
SIF tag:	◇
Code/format:	This is a four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of incidents when 911 or law enforcement were called over the past school year as a result of suspected illegal drug use or suspected drug overdose on school property or at a school-sponsored activity.

Field 27: Minor in Possession of Alcoholic Liquor

Submission date:	July 2
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Lee Rockafellow; 517-373-7022
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDCrMmnrPoss
SIF tag:	◇
Code/format:	This is a four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of incidents of a minor in possession of alcoholic liquor or when law enforcement was called as a result of a minor in possession of alcoholic products on school property or at a school-sponsored activity over the past school year. These are defined as follows:

Alcoholic Liquor: Alcoholic liquor includes any beverage containing .05 or more of alcohol by volume (MCL 436.1105). It cannot be possessed by anyone under the age of 21 (Michigan Constitution, Article IV, Section 40 and MCL 436.1703). Beverages with an alcohol content less than .05 by volume, such as non-alcohol beer, cannot be possessed by anyone under the age of 18 (MCL 750.28).

Field 28: Minor in Possession of Tobacco Products

Submission date:	July 2
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Lee Rockafellow; 517-373-7022
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDCrMmnrPossTob
SIF tag:	◇
Code/format:	This is a four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of incidents of a minor in possession of tobacco products on school property or at a school-sponsored activity over the past school year when the result of a minor in possession of tobacco products resulted in a disciplinary sanction.

Tobacco Products: It is a misdemeanor for anyone under the age of 18 to possess tobacco products (MCL 722.642). Tobacco products include: cigarettes, cigars, chewing tobacco, tobacco snuff, pipe tobacco, or tobacco in any other form.

Field 29: Bus Incident or Accident

Submission date:	July 2
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Dwight Sinila, 517-241-4657
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDCrmbusIncidAcc
SIF tag:	◇
Code/format:	This is a four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of dangerous incidents involving school transportation vehicles that occurred during the past school year.

Report this field under the central administrative office (00000) or in the school/facility where the central administrative office shares physical space. Report zero "0" in this field for all other schools/facilities.

Field 30: Title I Program

This field must be left blank for the EOY 2007 Submission.

Submission date:	Fall Supplemental Submission
Field use:	NCLB, 20 USC 6311; 20 USC 6398
State of Michigan office contact:	MaryAlice Galloway; 517-241-4185
Field specification:	One character
Record type:	Character
Database field name:	SIDTitleIProgram
SIF tag:	◇
Code/format:	This is a one-position field (N).
Dependencies with other fields:	Field 31: Title I Instruction in a Schoolwide Program

Programming edits: For EOY 2007 Bulk Upload Files, this field must be left blank, or a fatal error will be reported.

If Item 1 is reported in this field, then Field 31, title I Instruction in Schoolwide Program must be reported, or a fatal error will be reported. If items 2 or 3 are reported in Field 20, then Field 31 must not be reported, or a fatal error will be reported.

Definition: If the school/facility participates in the Title I, Part A program, indicate the level of participation.

- 1 The school/facility is operating a schoolwide program (SWP) for Title I (Complete Field 31: Title I Instruction in Schoolwide Program)
- 2 The school is operating a targeted-assistance program (TAS). (Complete Field 91: Targeted Assistance School [TAS] Instructional Services and Field 92: TAS Support Services when submitting data in the SRSD).
- 3 The school does not participate in a Title I program (default).

Field 31: Title I Instruction in Schoolwide Program (SWP)

This field must be left blank for the EOY 2007 SID submission.

Submission date: Fall Supplemental Submission

Field use: NCLB, 20 USC 6311; 20 USC 6398

State of Michigan office contact: MaryAlice Galloway; 517-241-4185

Field specification: One character

Record type: Character

Database field name: SIDTitleInst

SIF tag: ◇

Code/format: This is a one-position field (N).

Dependencies with other fields: Field 30: Title I Program

Programming edits: For EOY 2007 Bulk Upload Files, this field must be left blank, or a fatal error will be reported.

If Item 1 is submitted in Field 30: Title I Program, then Field 31 must be submitted, or a fatal error will be reported. If item 2 or 3 are submitted in Field 30, then Field 31 must not be submitted or a fatal error will be reported.

Definition: The facility provides a Title I schoolwide program (SWP). The instruction in the school/facility covers the following four academic subjects: Reading/Language Arts, Mathematics, Science, and Social Studies. The instruction may also include English for limited English proficient (LEP) students and/or vocational career education.

Indicate with the correct code which statement applies.

Code

- 1 The school provides instruction in the four academic subjects of reading/language arts, mathematics, science and social studies, but does not provide English to LEP students or vocational/career education.

- 2 The school provides instruction in the four academic subjects of reading/language arts, mathematics, science and social studies as well as in English for LEP students.
- 3 The school provides instruction in the four academic subjects of reading/language arts, mathematics, science and social studies as well as in vocational/career education.
- 4 The school provides instruction in the four academic subjects of reading/language arts, mathematics, science and social studies as well as in English for LEP students and vocational/career education.

Field 32: Migrant Program

Submission date: July 2

Field use: NCLB, 20 USC 6311; 20 USC 6398

State of Michigan office contact: Rachael Moreno, 517-373-4001

Field specification: One character

Record type: Character

Database field name: SIDMEPProgram

SIF tag: ◇

Code/format: This is a one-position field (N).
1. School operates a SWP with consolidated migrant funds
2. School operates a migrant program with non-consolidated funds
3. School does not operate a migrant program

Dependencies with other fields: Field 33: Migrant Project Types

Programming edits: This field must have a value, or a fatal error will be reported. If code 3 is reported in this field, code 5 must be reported in Field 33: Migrant Project Types, or a fatal error will be reported.

Definition: If the school participates in the Title I, Part C (Migrant) program, indicate the level of participation.

Code

- 1 The school is operating a schoolwide program (SWP) with migrant funds consolidated with other program funds.
- 2 The school is operating a migrant program that does not combine funds with other programs.
- 3 The school does not operate any migrant programs.

Field 33: Migrant Project Types

Submission date: July 2

Field use: NCLB, 20 USC 6311; 20 USC 6398

State of Michigan office contact: Rachael Moreno, 517-373-4001

Field specification: One character

Record type: Character

Database field name: SIDMEPTypes

SIF tag: ◇

Code/format: This is a one-position field (N).
1 Regular school year with no extended time
2 Regular school year with extended day/week
3 Summer/intersession only
4 Year-round (regular school year and summer/intersession)
5 School does not participate in any migrant programs

Dependencies with other fields: Field 32: Migrant Program

Programming edits: This field must have a value, or a fatal error will be reported. If code 3 is reported in Field 32: Migrant Program, then code 5 must be reported in this field or a fatal error will be reported.

Definition: Indicate the type of Title I, Part C (Migrant) program this facility provides.

Code

- 1 Regular school year with no extended time or summer/intersession
- 2 Regular school year with extended time with no summer/intersession
- 3 Summer/intersession only
- 4 Year-round including regular school year and summer/intersession terms, with or without extended time.
- 5 School does not participate in a Title I, Part C (Migrant) program.

Field 34: Tuition and Fees

Submission date:	July 2
Field use:	Postsecondary Enrollment Options Act, MCL 388.513; 388.514; 388.517; 388.521; State School Aid Act, MCL 388.1704a
State of Michigan office contact:	Sam Sinicropi, 517-241-1162; Charlotte Koger, 517-241-1162
Field specification:	Five characters
Record type:	Integer
Database field name:	SIDDualEnrTuFee
SIF tag:	◇
Code/format:	This is a five-position field (NNNNN).
Dependencies with other fields:	Field 36: 11 th Grade Participants Field 38: 12 th Grade Participants

Programming edits: If a number greater than "0" is submitted in Field 36: 11th Grade Participants or Field 38: 12th Grade Participants, this field must be submitted or a fatal error will be reported.

Definition: Record the amount of tuition and fees paid for by the district for eligible and participating students. An "eligible student" is a student enrolled in at least one high school class in grades 11 or 12 and is also enrolled in a postsecondary institution during the district's regular academic year.

Field 35: 11th Grade Eligible

Submission date:	July 2
Field use:	Postsecondary Enrollment Options Act, MCL 388.513; 388.514; 388.517; 388.521; State School Aid Act, MCL 388.1704a
State of Michigan office contact:	Sam Sinicropi, 517-241-1162; Charlotte Koger, 517-241-1162
Field specification:	Three characters
Record type:	Integer
Database field name:	SIDDualEnrElevElig
SIF tag:	◇
Code/format:	This is a three-position field (NNN).
Dependencies with other fields:	Field 36: 11 th Grade Participants

Programming edits: This field must have a value greater than or equal to Field 36: 11th Grade Participants or a fatal error will be reported.

Definition: Record the number of 11th grade students eligible to participate. An "eligible student" is a student enrolled in at least one high school class in at least grade 11 who has completed all the sections of the 11th grade MEAP.

Field 36: 11th Grade Participants

Submission date:	July 2
Field use:	Postsecondary Enrollment Options Act, MCL 388.513; 388.514; 388.517; 388.521; State School Aid Act, MCL 388.1704a
State of Michigan office contact:	Sam Sinicropi, 517-241-1162; Charlotte Koger, 517-241-1162
Field specification:	Three characters
Record type:	Integer
Database field name:	SIDDualEnrElevPart
SIF tag:	◇
Code/format:	This is a three-position field (NNN).
Dependencies with other fields:	Field 35: 11 th Grade Eligible

Programming edits: This field must have a value less than or equal to the value in Field 35: 11th Grade Eligible or a fatal error will be reported.

Definition: Record the number of participating 11th grade students for whom tuition and fees were paid. An "eligible student" is a student enrolled in at least one high school class in at least grade 11 who is also enrolled in a postsecondary institution during the district's regular academic year.

Field 37: 12th Grade Eligible

Submission date:	July 2
Field use:	Postsecondary Enrollment Options Act, MCL 388.513; 388.514; 388.517; 388.521; State School Aid Act, MCL 388.1704a
State of Michigan office contact:	Sam Sinicropi, 517-241-1162; Charlotte Koger, 517-241-1162
Field specification:	Three characters
Record type:	Integer
Database field name:	SIDDualEnrTwelvElig
SIF tag:	◇
Code/format:	This is a three-position field (NNN).
Dependencies with other fields:	Field 38: 12 th Grade Participants

Programming edits: This field must have a value greater than or equal to the value submitted in Field 38: 12th Grade Participants, or a fatal error will be reported.

Definition: Record the number of 12th grade students eligible to participate. An "eligible student" is a student enrolled in at least one high school class in at least grade 12 who has completed all the sections of the 11th grade MEAP.

Field 38: 12th Grade Participants

Submission date:	July 2
Field use:	Postsecondary Enrollment Options Act, MCL 388.513; 388.514; 388.517; 388.521; State School Aid Act, MCL 388.1704a
State of Michigan office contact:	Sam Sinicropi, 517-241-1162; Charlotte Koger, 517-241-1162
Field specification:	Three characters
Record type:	Integer
Database field name:	SIDDualEnrTwelvPart
SIF tag:	◇
Code/format:	This is a three-position field (NNN).
Dependencies with other fields:	Field 37: 12 th Grade Eligible

Programming edits: This field must have a value less than or equal to the value in Field 37: 12th Grade Eligible or a fatal error will be reported.

Definition: Record the number of participating 12th grade students for whom tuition and fees were paid. An "eligible student" is a student enrolled in at least one high school class in at least grade 12 who is also enrolled in a postsecondary institution during the district's regular academic year.

Field 39: Postsecondary Courses Paid

Submission date:	July 2
Field use:	Postsecondary Enrollment Options Act, MCL 388.513; 388.514; 388.517; 388.521; State School Aid Act, MCL 388.1704a
State of Michigan office contact:	Sam Sinicropi, 517-241-1162; Charlotte Koger, 517-241-1162
Field specification:	Three characters
Record type:	Integer
Database field name:	SIDDualEnrPstSecCrsPd
SIF tag:	◇
Code/format:	This is a three-position field (NNN).
Dependencies with other fields:	
Programming edits:	A value must be submitted for this field, or a fatal error will be reported.
Definition:	Record the total number of postsecondary courses paid for in compliance with State School Aid Section 21b(1).

Field 40: Postsecondary Courses-Postsecondary Credit

Submission date:	July 2
Field use:	Postsecondary Enrollment Options Act, MCL 388.513; 388.514; 388.517; 388.521 State School Aid Act, MCL 388.1704a
State of Michigan office contact:	Sam Sinicropi, 517-241-1162; Charlotte Koger, 517-241-1162
Field specification:	Three characters
Record type:	Integer
Database field name:	SIDDualEnrPstSecCrsPstSecCred
SIF tag:	◇
Code/format:	This is a three-position field (NNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Record the total number of postsecondary courses paid for in compliance with State School Aid Section 21b(1) that were granted postsecondary credit.

Field 41: Postsecondary Courses-High School Credit

Submission date: July 2

Field use: Postsecondary Enrollment Options Act, MCL 388.513;
388.514; 388.517; 388.521; State School Aid Act, MCL
388.1704a

State of Michigan office contact: Sam Sinicropi, 517-241-1162;
Charlotte Koger, 517-241-1162

Field specification: Three integers

Record type: Integer

Database field name: SIDDualEnrPstSecCrsHiSchCred

SIF tag: ◇

Code/format: This is a three-position field (NNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Record the total number of postsecondary courses paid for in compliance with State School Aid Section 21b(1) that were granted high school credit.

Field 42: Courses Not Completed

Submission date:	July 2
Field use:	Postsecondary Enrollment Options Act, MCL 388.513; 388.514; 388.517; 388.521; State School Aid Act, MCL 388.1704a
State of Michigan office contact:	Sam Sinicropi, 517-241-1162; Charlotte Koger, 517-241-1162
Field specification:	Three characters
Record type:	Integer
Database field name:	SIDDualEnrPstSecCrsNotCmplt
SIF tag:	◇
Code/format:	This is a three-position field (NNN).
Dependencies with other fields:	

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Record the total number of postsecondary courses paid for in compliance with State School Aid Section 21b(1) that the students did not complete.

Field 43: Alternative Services for Suspended and Expelled Students

Submission date:	July 2
Field use:	MCL 380.1310
State of Michigan office contact:	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	One character
Record type:	Character
Database field name:	SIDAltSch
SIF tag:	◇
Code/format:	This is a one-position field (N).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: This field will indicate the level of acceptance for suspended and expelled students in alternative schools for the **upcoming 2007-2008 school year**. This field must be reported by all schools; however, only alternative schools should select from options 2, 3, 4, 5, 6, 7 or 8. All non-alternative schools should select option 1.

Code

- 1 The school does not operate an alternative education program.
- 2 The school does not accept suspended or expelled students.
- 3 The school accepts suspended students from the home district only.
- 4 The school accepts expelled students from the home district only.
- 5 The school accepts suspended and expelled students from the home district only.
- 6 The school accepts suspended students from other school districts.
- 7 The school accepts expelled students from other school districts.
- 8 The school accepts expelled and suspended students from other school districts.

Field 44: Students Who Are Victims of Violent Criminal Offenses

Submission date:	July 2
Field use:	State Board of Education Unsafe School Choice Option Policy as required by No Child Left Behind
State of Michigan office contact:	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Three characters
Record type:	Integer
Database field name:	SIDVicVioCrimOff
SIF tag:	◇
Code/format:	This is a three-position field (NNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of students who have been victims of violent criminal offenses on school property or at a school-sponsored activity over the past school year. A student shall be considered to be a victim of a violent criminal offense when the student, or his or her parent or legal guardian has made an official written complaint to law enforcement officials and to school officials of the student's school district residence that the student has been the victim of a violent criminal offense that occurred at school.

The written complaint to school officials and law enforcement officials is sufficient. The complaint need not be investigated by a law enforcement agency to be counted. (The student, or his or her parent or legal guardian should provide school officials with the date the alleged incident occurred and the law enforcement agency's complaint or incident number.)

As used in the Statewide Safe School Choice Policy, "violent criminal offense" means an act that constitutes criminal sexual conduct as defined by MCL 750.520b, 750.520c, 750.520d, 750.520e

or 750.520g, or other serious assault, constituting a felony violation of MCL 750.81 to 750.90g, or that constitutes an assault and infliction of serious or aggravated injury under MCL750.81a.

"At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

In the event an act or transaction has multiple complainants (victims), the act should be counted only once. In the event that a student is the complainant of multiple acts that are not part of the same transaction, each act must be counted.

Field 45: Mercury Levels

Submission date: July 2

Field use: PA 451 MCL 308.1274b

State of Michigan office contact: Martha Stanbury, 517-335-8364

Field specification:

Record position/type: Integer

Database field name: SIDMercury

SIF tag: ◇

Code/format: This is a one-position field (N).

Dependencies with other fields:

Programming edits: This field must have a value, or a fatal error will be reported.

Definition: This field will indicate whether or not the school/facility is in compliance with the requirement that by December 31, 2004, all public and nonpublic schools do not purchase, store or use free flowing elemental mercury for any experiment, display, or other purpose and do not purchase, store, or use an instrument that contains mercury, including, but limited to, a thermometer, barometer, or sphygmomanometer, or manometer containing mercury.

This field must be reported for each school/facility. Indicate the appropriate response for the school/facility.

Code

- 1 The school is mercury-free, in compliance with MCL380.1274b.
- 2 The school is not yet mercury-free.
- 3 MCL380.1274b does not apply to this facility.

Glossary

Alcoholic Liquor	<p>Alcoholic liquor includes any beverage containing .05 or more of alcohol by volume (MCL 436.1105). It cannot be possessed by anyone under the age of 21 (Michigan Const., Article IV Section 40). Beverages with alcohol content less than .05 by volume, such as non-alcohol beer, cannot be possessed by anyone under the age of 18 (MCL 436.28).</p> <p>257.1d "Alcoholic liquor" defined. Sec. 1d. "Alcoholic liquor" means any liquid or compound, whether or not medicated, proprietary, patented, and by whatever name called, containing any amount of alcohol including any liquid or compound described in section 105(2) of the Michigan liquor control code of 1998, 1998 PA 58, MCL 436.1105.</p>
Armed Robbery	The taking of property from a person by force or threat while armed with a weapon or article representing a weapon.
Armed Subject, Suspected	An individual who has been suspected of possessing a weapon, but upon investigation of the individual, none was found.
Arson	The willful or intentional damage or attempt to damage any real or personal property by fire or incendiary device. (See MCL 750.71 to 750.80.)
Balanced and Restorative Justice Conferencing (aka Transformative Conferencing)	A transformative conference brings together the people most affected by the wrongdoing: the victim, the offender, and their respective families and/or supporters. The conferencing process gives everyone present an opportunity to discuss what harm has been done, to express how the crime has affected them, and to participate in generating a plan for making things better and/or repairing the harm. The process is run by a trained facilitator, and typically takes from one to three hours.
Bullying	A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students.
Criminal Sexual Conduct (CSC)	<p>Sexual penetration involving a person under the age of 16 is criminal sexual conduct. Sexual penetration includes oral sex or the insertion of any object into a person's genital or anal openings.</p> <p>Sexual touching of a person's intimate parts involving a person under the age of 13 is criminal sexual conduct. Sexual touching of a person's intimate parts involving a person aged 13, 14, or 15 is criminal sexual conduct if the actor is five or more years older. A person's intimate parts include the breast, the buttocks, groin, or genital areas and the clothing covering any of these areas.</p> <p><i>Note:</i> With regard to sexual touching between two or more students of at least the age of 13 and under the age of 16, please refer to the local district's Department of Human Services and the local district's policy on cooperating with local law enforcement and the district's Department of Human Services (formerly Family Independence Agency).</p>
Dirk	A long dagger with a straight blade

Disciplinary Referrals	Staff referral that is made to the central administrative office that results in an administrative sanction. Administrative sanctions include but are not limited to: <ul style="list-style-type: none"> • In-school suspension • Detention • Suspension • Expulsion • Community service
Eligible Student	A student enrolled in at least one high school class in grades 11 or 12 and also enrolled in a postsecondary institution during the district's regular academic year.
Extortion	Threatening another person for the purpose of extorting (to obtain from another by coercion or intimidation), money or property, or to compel the threatened person to do an act against the threatened person's will.
Hostage	A person who is unlawfully held
Intruder/Trespasser	An intruder or trespasser is defined as one who enters or remains on a public school campus or facility without authorization and with no lawful purpose.
Unarmed Robbery	The taking of property from a person by force or threat.
Larceny	The unlawful taking and removing of another's personal property with the intent of permanently depriving the owner; theft. Any of several types of theft (as embezzlement or obtaining another's property by false pretenses) that have been traditionally distinguished from larceny.
Physical Assault	A physical assault means intentionally causing or attempting to cause physical harm to another through force or violence as defined in Section 380.1310(3)(b) and 380.1311a (12)(b) of the Michigan Compiled Laws (MCL).
School Property	Any school/facility owned by the district as well as but not limited to buses, cars, and any vehicle or property owned that is not connected to the main campus of the district.
"At School"	In a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. 380.1308(11)(a).
Stiletto	A small dagger with a tapered blade.
Tobacco Products	It is a misdemeanor for anyone under the age of 18 to possess tobacco products (MCL 722.942). Tobacco products include: cigarettes, cigars, chewing tobacco, tobacco snuff, pipe tobacco, or tobacco in any other form.
Truancy	If a student is absent without an excuse by the parent/guardian or if the student leaves school or a class without the permission of the teacher or administrator in charge, it will be considered to be an unexcused absence and the student shall be considered truant (absent without permission). If a student misses two or more consecutive days, it should be counted as one incident of truancy.
Violent Criminal Offense	An act that constitutes criminal sexual conduct as defined by MCL 750.520b, 750.520c, 750.520d, 750.520e or 750.520g, or other serious assault constituting a felony violation of MCL 750.81 to 750.90g, or that constitutes an assault and infliction of serious or aggravated injury under MCL 750.81a.

Vandalism	Willful or malicious destruction of public or private property.
Weapon	<p>The term "dangerous weapon" means a firearm, dirk, dagger, stiletto, iron bar, knife with a blade over three inches in length, pocket knife opened by a mechanical device, and brass knuckles [MCL 380.1313(4)]. The definition of firearm in section 380.11 refers to the definition of that term in the federal Gun-Free Schools Act of 1994, which in turn refers to another section of federal law which defines a firearm as:</p> <ul style="list-style-type: none">• Any weapon (including a starter gun) which will, or is designed or may readily be converted to, expel a projectile by the action of an explosive;• The frame or receiver of any such weapon;• Any firearm muffler or firearm silencer; or• Any destructive device.